

**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS
TENNESSEE NATIONAL GUARD
HOUSTON BARRACKS, P.O. BOX 41502
NASHVILLE, TENNESSEE 37204-1502**

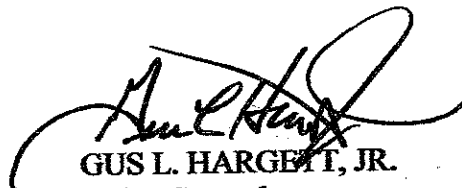
JFHQ-TN-HR

21 December 2005

MEMORANDUM FOR ALL ARNG/ANG POSITION MANAGEMENT OFFICERS

SUBJECT: WORK SCHEDULE AND OFFICE COVERAGE POLICY

1. I find the need to restate my policies on work schedules and minimum office coverage for all Directorates and units of the Tennessee National Guard in order to clear up any confusion that may have developed over time, or due to the recent significant events of our National security efforts. It is our policy to provide the absolute best services to our soldiers and airmen, enhance readiness, and support the citizens of the State of Tennessee and our Nation.
2. I expect all Directorates and major units to be "covered" by personnel with decision making authority during the hours of 0800-1630 Monday through Friday on normal workdays. Commanders and Directors will ensure that the individual schedules of their workforce members provide for optimum mission support at all times during these hours, when approving individual schedules that differ from these times. The workforce should be balanced between those working the different schedules (i.e. 0700-1530 vs 0800-1630, etc.) and when approving fitness training.
3. Each Directorate and major unit will provide a current work schedule for all employees to the Human Resource Office for approval/disapproval **no later than 15 January 06** and any updates or changes will be submitted promptly for approval and updating the HRO files.
4. Additional guidance is provided in HROR 690-1, dated 01 February 02, which is currently under revision. When the new document is published, this policy will be superseded by the more detailed regulation.
5. I expect the full cooperation of all employees to support this interim policy guidance which will insure we accomplish the crucial missions of the Tennessee National Guard, now and into the future. Any questions should be directed to Col John F. White, J1/HRO, at DSN 683-3010 or 615-313-3010.


GUS L. HARGETT, JR.
Major General
The Adjutant General

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